

## **SAMPLE QC CHECKLIST**

Inventory Identification \_\_\_\_\_

Assessed By \_\_\_\_\_ Date \_\_\_\_\_

Provide the information requested along with the corresponding resource document [ref] or data. After completing the checklist, indicate the actions to be taken, deadline for completion, and date the actions are completed.

**SOURCE CATEGORY:**

Defined before data collection? [ref] _____	Yes	No
Were definitions adhered to during data collection?	Yes	No
Inclusive of all listed pollutants? [ref] _____	Yes	No
_____		

**POINT SOURCE CUTOFFS:**

Identified during data collection? [ref] _____	Yes	No
Documented and reported to people involved in area source inventory?	Yes	No
_____		
Report ID	Date	

**SURVEY RESULTS:**

Was the response rate determined? _____ rate	Yes	No
Was the percentage of missing information per returned survey estimated?	Yes	No
_____		
percent		

**EMISSIONS CALCULATIONS VERIFICATIONS:**

Were nonreactive VOC emissions excluded from each source category emissions estimates? [ref] _____	Yes	No
EPA recommended estimation methodology used?	Yes	No
_____		
_____		
_____		
Emissions calculations checked? _____ checked by date	Yes	No
Are equations explicitly shown? [ref] _____	Yes	No

**REASONABLENESS CHECKS:**

Were magnitudes of calculated emissions compared with other source categories? Identify second source reference or reference location of data in file. [ref] _____	Yes	No
Were magnitudes compared with national/state ranks of source categories?	Yes	No
_____		
_____ compared by _____		_____ date
Were other inventories and/or national averages compared to AIRS? List other inventories or reference data in master file.	Yes	No
Were findings reported and documented?	Yes	No

**SOURCE DATA:**

Were area source activity data reliability verified using available data sources?		
_____		
_____ verified by _____	Yes	No
_____ date		
Are emissions factor sources documented? _____	Yes	No
_____ where		
Are local emission factors within national range? [ref] _____	Yes	No
Were facilities whose emissions and activity levels are known compared against generic emission factors to check emission factor reasonableness?	Yes	No
_____		
_____ compared by _____		_____ date _____ project file no.
Are assumptions documented for scaling-up source category emissions and seasonal adjustment factor corrections? [ref] _____	Yes	No
Were point sources subtracted from area source emissions estimates? [ref] _____	Yes	No
Are point source corrections to area source emission estimates documented in the category calculations? [ref] _____	Yes	No

Use the worksheet on page 3 of 3 to record the actions to be taken in response to any problems found. Set a deadline for the completion of the action and indicate when the actions are implemented.

INTERNAL SOURCE CATEGORY CONSISTENCY  
AND ACCURACY QUALITY CONTROL CHECKS (Continued)

Actions To Be Taken	Deadline	Completion Date